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FILED: Reports 2

RETURN TO (monthly)

RECORDS MANAGEMENT DIVISION

RECORDS CENTER BRANCH Statistical Report

	Reporting Period 1--31 July 1954	Fiscal Year To Date
Part I Record Holdings (cu. ft.)		
A. Records Accessioned	768	768
B. Records Disposed of at Center	15	15
C. Records Holdings	6,953	6,953
D. Distribution Material Holdings	8,151	8,151
E. Total Holdings	15,104	15,104
Part II Reference Service on Records in Storage *		
A. Documentary	723	723
B. Informational	65	65
Part III Inter-Agency Reference Service	788	
A. Requests	2	2
Part IV Shelving Space Utilization (cu. ft.)		
A. Total Capacity	18,948	
B. Utilized	15,104	
C. Available	3,844	
Part V Supplemental Distribution		
A. Items Received for Distribution		
1. Intelligence Reports		
a. Initial Receipt	8,172	8,172
b. Returns	3,853	3,853
2. Information Reports	4,991	4,991
3. Administrative Issuances	7,089	7,089
TOTAL	24,105	24,105

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RECORDS CENTER BRANCH Statistical Report

	Reporting Period 1--31 July 1954	Fiscal Year To Date
B. Items Furnished		
1. Intelligence Reports	3,283	3,283
2. Information Reports	2,173	2,173
3. Admin. Issuances	2,454 Requests Serviced	2,454
TOTAL	7,910	7,910
C. Reproduction Services (no. of pages)		
1. Ozalid Process	12,134	12,134
2. Photo Copy Process	1,047	1,047
3. Ditto Process	505	505
TOTAL	13,686	13,686
Part VI Initial Distribution		
A. Items Furnished		
1. Regulations	11,136	11,136
2. Notices	13,097	13,097
3. Other	0	0
TOTAL	24,233	24,233

*NOTE

A. Documentary services show number of file items requested and furnished.

B. Informational services covers requests for information from records rather than the records themselves.

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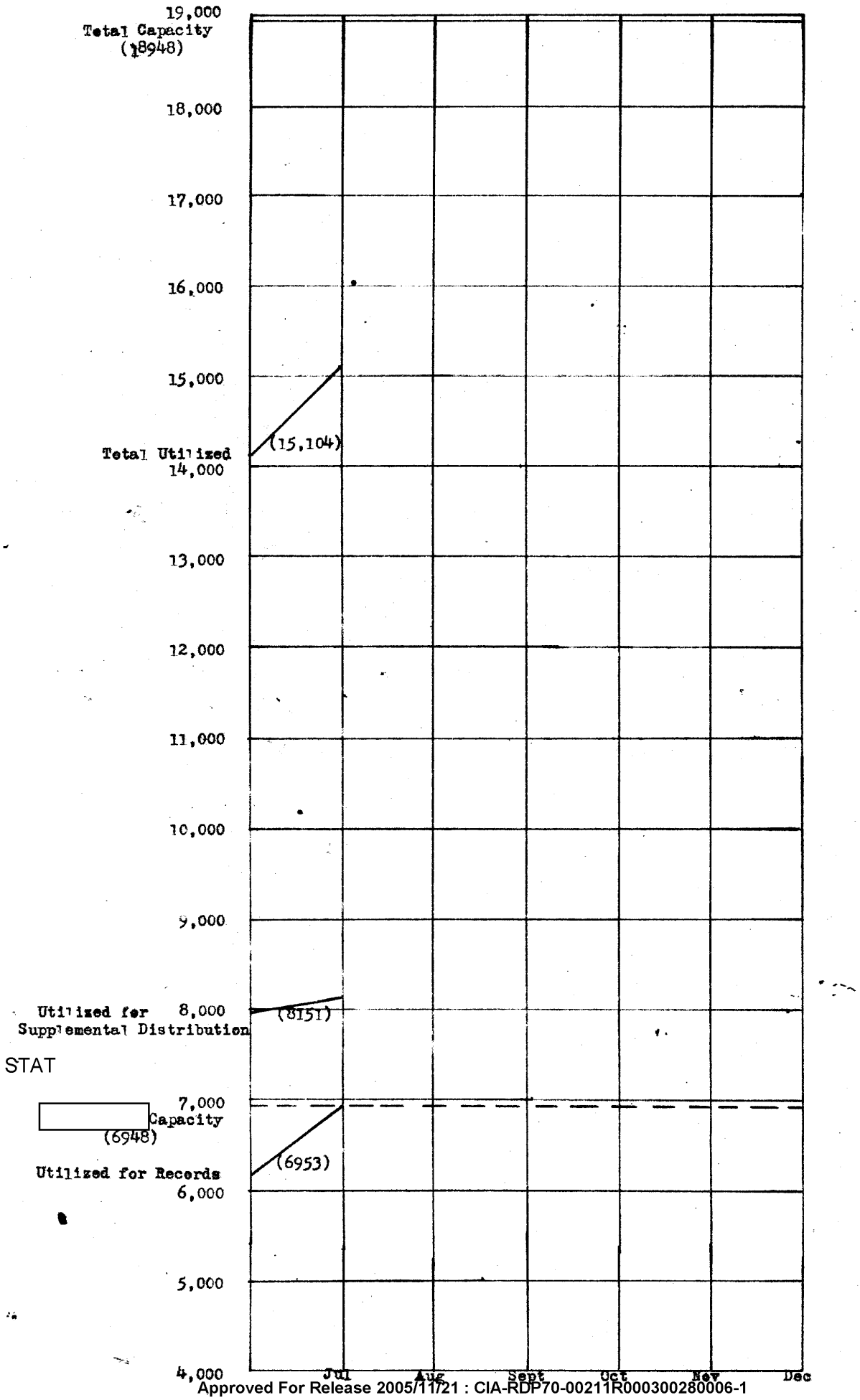
ROSSLYN SHELVING SPACE UTILIZATION

(In Cubic Feet)



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